



Administration Office  
242 52<sup>nd</sup> Street SE Grand Rapids, MI 49548  
(616) 538-7460 Phone (616) 532-1597 Fax

Kelloggsville High School 4787 S. Division Ave SW (616) 532-1570  
54<sup>th</sup> Street Academy 173 54<sup>th</sup> Street SW (616) 531-7433  
Kelloggsville Middle School 4650 S. Division Ave SE (616) 532-1575  
Southeast Kelloggsville Elementary 240 52<sup>nd</sup> Street SE (616) 532-1590  
Central Kelloggsville Elementary 4625 Jefferson Ave SE (616) 532-1580  
West Kelloggsville Elementary 4555 Magnolia Ave SW (616) 532-1595  
Kelloggsville Virtual School 242 52<sup>nd</sup> Street SE (616)-532-8449  
Kelloggsville Early Childhood Learning Center  
977 44<sup>th</sup> Street SW (616) 532-1585

## Assistant Superintendent of Business and Finance

Kelloggsville Public Schools - Administration

52 Weeks/260 Days

**Summary:** This position is a working administrator who is responsible for leading, planning and controlling the business affairs and financial management of the school district in accordance with generally accepted accounting principles, state and federal laws, and school district policy. This includes, but is not limited to, budgeting, financial accounting, financial analysis, internal and external reporting, cash management, financial forecasting, purchasing, monitoring and overseeing the daily workflow of all financial operations.

### Education/Certification:

- Bachelor's Degree in business administration with an emphasis in accounting and/or finance required.
- Master's Degree in accounting, financing, business administration, or related field preferred.
- Earned or eligible for MSBO CFO certification.
- Minimum 3-5 years experience with school business management.
- Familiarity with Michigan school accounting manual.
- Demonstrated strong experience and expertise in accounting, budgeting, finance, financial analysis, risk management, and financial regulations/compliance, all specific to public schools.

### Qualifications/Training/Skills

- Strong understanding of the unique financial and regulatory requirements in the education sector, including knowledge of school funding sources and grant management;
- Responsible for the daily financial activities of the school, including budgets, grant accounting, district revenues, cash handling, bond finances, journal entries, and ensuring all general ledger transactions are accurate for all funds, and general accounting operations;

- Develop, analyze, and monitor all district budgets, including long-range financial planning in a collaborative approach with department administrators;
- Prepare and oversee the annual financial audit for all school funds including the submission of all required state and federal reports, such as FID and district transparency reports in accordance with state/federal mandates;
- Manage district's state and federal grants and other external funding programs;
- Knowledge in preparing the district's L4029 and reconciles property tax revenue including operating debt, and any other district or county wide millage;
- Analyze and maintain the district's short and long-term cash flow needs and maintains the district investment portfolio;
- Analyze and interpret the impact of legislation related to financial issues that may affect revenue or expenditure projections and advises the Superintendent;
- Responsible for purchasing and bidding process, including RFT preparation and maintains the districts fixed assets;
- Ability to adapt to changes and challenges which can be influenced by changes in governmental funding, student enrollment, and other factors;
- Attend and provide financial reports at regular or special board meetings, work sessions, committee and administration meetings;
- Manage all district insurance programs, including employee benefits, property & casualty, liability, worker's compensation, and unemployment;
- Participate with county and state organizations and stays abreast of school finance reforms, laws, and other district-related issues;
- Strong analytical and critical thinking skills, able to problem solve, ability to work under pressure and multi-task with time-sensitive constraints;
- High moral and ethical character; impeccable integrity and trustworthiness;
- Excellent communication (oral, written, and listening) and interpersonal relations skills, demonstrated characteristics of being approachable, personable and accessible to staff and community. Ability to communicate with a wide variety of constituents;
- Ability to relate and work effectively with parents, staff, students, and the public in a multicultural and multiracial community;
- Knowledge and awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others;
- Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District;
- Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage;

### **Compensation/Working Conditions**

- Per Administrator Agreement

### **Application Process**

- Please apply online through AppliTrack: <https://www.applitrack.com/kent/onlineapp>

We are committed to hiring talented employees to enhance the district's stance and focus on equity and inclusion for all students, employees, parents, and community members of Kelloggsville.

Kelloggsville Public Schools does not discriminate on the basis of race, color, national origin, religion, age, sex (including sexual orientation or transgender identity), disability, marital status, military status, genetic information, or any other legally prohibited basis in its employment decisions or the provision of services.